

Look Up an Item

- Go to our catalog [here](#)
- Type in the title of the item you are looking for and click search
 - If you're not sure of the title, or are looking for a certain subject, click "Advanced Search"
 - Here, you can search by keyword, subject, or author
 - If you put the search term in quotations (i.e. "harry potter"), it will specifically bring up that word or phrase
 - You can also narrow the search by year and format (i.e. DVD, Journal, or Article)
- Once you've found an item you like in the search results, click "Availability"
 - This will tell you whether the item is available in the library or not, and also give you the call number
 - The call number is what we use to find an item in the library, as well as the item location at the beginning (i.e. "Main Library Circulation Collection")
 - If you see a "View Now" link instead of "Availability," this means that the item is online through a database
 - Once you click "View Now," you click "View Now" again beside of the database result
 - If you're not sure how to use this feature, ask a staff member
 - If you'd like to find out if we have a physical copy of the online item, also ask a staff member.

If we don't have a physical copy, and you prefer that format, you can always request it through Interlibrary Loan ([go here](#) for directions)